



## Lockdown Procedure

*Reviewed: September 2022*

Lockdown procedures should be seen as a sensible and proportionate response to an external incident or internal incident that may pose a potential threat to the safety of staff and students.

Lockdown procedures may be activated in response to any number of situations, for example:

- A reported incident/civil disturbance in the local area;
- An intruder on the site;
- A major fire in the vicinity of the school.

Our school's lockdown plan is as follows:

Signals	
Signal for Lockdown	Intermittent whistle (on/off/on/off)
Signal for all-clear	Mobile phone/email/two-way radio from Headteacher or SLT member.

Lockdown	
Rooms most suitable for lockdown	All students to remain in own classrooms or go to own classroom or nearest classroom depending upon the level of threat.
Where to go.	Students and staff should group out of sight of the windows and entrances. Tables can be upturned to take cover behind.



	This can be 'blindspots' in the classrooms or in the shared cupboard areas or bathrooms in the Early Years.
Entrance points should be secured.	External doors Internal doors All windows.
Ensure safety of students	Keep away from windows Pull blinds down Carry out roll call of students and staff. Inform office of any students not accounted for.
Communication arrangements	Two-way radios Mobile phones Email
Communication with parents	The school office will alert parents with further instructions. An alternative pick up location may be given. No child will be released until the all-clear has been given.